



**DEPARTMENT OF THE NAVY**

NAVAL SCHOOL OF HEALTH SCIENCES  
BETHESDA, MARYLAND 20889-5612

IN REPLY REFER TO:

NSHSBETHINST-1710.1J

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**NSHSBETH INSTRUCTION 1710.1J**

From: Commanding Officer

Subj: COMMAND MORALE WELFARE AND RECREATION (MWR) PROGRAM

Ref: (a) BUPERSINST 1710.11C  
(b) NNMCIINST 7010.5A  
(c) NNMCIINST 7010.1 CHANGE TRANSMITTAL  
(d) NNMCIINST 1710.1A

**Purpose**

a. Ensure uniformity, consistency and efficiency in the management of the Command MWR Program and the administration of funds made available to support this Program.

b. Set forth policies and procedures that are pertinent to the Command's MWR Committee.

2. **Cancellation.** NSHSINST 1710.1H

3. **Applicability.** This instruction applies to all MWR activities of the Command.

4. **Policy**

a. The Command is committed to providing our military and civilian staff and their families with programs and events that effectively contribute to their morale and well being.

b. MWR activities must appeal to the greatest number of staff and students. All activities will be administered and operated in a safe and efficient manner.

c. The MWR Committee is responsible to the Commanding Officer for the operation of the Command MWR Program. Membership on this committee is a collateral duty.

d. Expenditures of funds for events will only be made by the MWR Committee Treasurer upon recommendation of the Committee, and as approved or directed by the Chair and the Commanding Officer.

e. All Command personnel are encouraged to actively participate in all Command MWR activities.

f. In general, any social or recreational event that includes "NSHS" or "Naval School of Health Sciences" (e.g., NSHS Picnic) in the title implies that it is a Command function, sanctioned and approved by the Commanding Officer. All Command sponsored events must be approved in advance by the Commanding Officer, regardless of the location, type of event, participants, guests, or source of funds.

5. MWR Committee.

a. The Command MWR Committee includes, at a minimum, five members. Whenever possible, the membership of the committee should be as diverse as possible. The goal is to have one representative (military or civilian) from each directorate. All representatives will be appointed in writing by the Commanding Officer. A copy of each appointing letter will be submitted to the Committee Chair as a memo for the record.

b. The Committee will meet at least quarterly, or at any time deemed necessary by the Chair or a majority of the Committee, or as directed by the Commanding Officer.

c. The provisions of reference (a) will guide the Committee. The Committee will manage the Command MWR Program, plan and conduct events, monitor the Command MWR Fund, make recommendations to the Commanding Officer and determine appropriate methods of raising funds when deemed necessary to support the program.

d. Minutes of each Committee meeting will be submitted by the Chair to the Commanding Officer via the Executive Officer and Command Master Chief. The Commanding Officer will formally approve, disapprove or defer all recommendations made by the Committee.

6. Fund-raising. Any fundraising activities to support the Command's MWR Program will have prior approval of the Commanding Officer and will be in strict compliance with the guidance contained in references (a) and (b).

## 7. Request Procedures

a. Funds from NNMCMWR Funds Custodian. Each request for funds from the NNMCMWR Fund will be forwarded via letter in accordance with reference (c). The request will contain full details as to the need and proposed use of the funds requested, the number of personnel (officer and enlisted) supported and any other information that will justify the proposed expenditure.

b. Bethesda Complex Facilities. When a Command MWR social or recreational event requires the use of the Bethesda Complex recreational facilities, club facilities or services, a memorandum and monetary deposit to request same shall be prepared by the MWR Treasurer for the Chair or Commanding Officer's signature.

## 8. Responsibilities.

### a. Commanding Officer

(1) Monitor the overall effectiveness of the Command MWR Program and ensure its fiscal integrity.

(2) Formally act upon all written recommendations of the Committee, to include approving expenditures from the Command MWR Fund and providing the Committee with written decisions addressing each recommendation.

(3) Designate the Chair, Secretary, and Treasurer in writing.

(4) Designate the Chair to serve as a member of the Bethesda Complex Recreation Committee per reference (d).

b. The Executive Officer will appoint an officer to conduct an audit of the Command MWR Fund on an annual basis or when there is a change of the Treasurer. Results of the audit will be provided in writing to the Commanding Officer.

c. Directors will encourage qualified, interested, motivated representatives to volunteer for the Command MWR Committee.

### d. The Chair, Command MWR Committee

(1) Manage the operations of the Command MWR Program.

(2) Ensure regular and special meetings of the Committee are convened, conducted and documented per guidance provided in this instruction.

(3) Serve as a NSHS Command representative to the Bethesda Complex Recreation Committee.

e. Treasurer, Command MWR Fund

(1) Report the condition of the fund at each regularly scheduled meeting of the MWR Committee or as directed by the Chair and/or the Commanding officer.

(2) Maintain an accurate written account reflecting all fund collections and expenditures and ensure this record is available for audit and/or periodic review by the membership of the Committee and the Commanding Officer.

(3) Prepare all requests for Bethesda Complex MWR funds for Command approved events and forward the letter to the Commanding Officer for signature.


f. Secretary, Command MWR Committee will keep an accurate written record of each meeting and prepare minutes for the Chair's signature and submission to the Commanding Officer via the Executive Officer and the Command Master Chief.

g. Members of Command MWR Committee will meet at the call of the Chair to discharge their duties as outlined in this instruction and will reflect the views of those staff and student personnel whom they represent.

9. MWR Funds Audit. An audit of the Command MWR Fund expenditures and receipts will be performed on an annual basis and prior to the replacement of the MWR Committee Treasurer.

10. Program Evaluation. Review of the overall operation of the Command MWR Program will be accomplished as part of the Command Evaluation Program, as necessary.

11. Action. Upon receipt, all staff and students will comply with this instruction.



D. S. WADE